Safe Recruitment Form

Please read the attached Safe Recruitment Statement before completing this form then complete in block capitals. You may continue on a separate sheet if you wish.

Full name and address:				
Date of birth:				
Any previous names / surnames:				
School applying to:				
Post applying for and the reference number:				
Have you ever been convicted of a criminal offence or been the subject of a caution, warning or reprimand (other than those that are subject to filtering)?	Yes		No	
If yes, please state the nature of the offence(s) and the date(s) in the space given (you may continue on a separate sheet if necessary):				
Is your name currently on Barred List (list of people legally barred or restricted from working with children)?	Yes		No	
Are you subject to sanctions imposed by a regulatory body (for example the DFE)?	Yes		No	
If yes, please state the nature of the sanctions imposed (you may continue on a separate sheet if necessary):				
Have you lived or worked overseas in the previous five years.	Yes		No	
Have you been DBS cleared by the Local Authority or SMART Multi Academy Trust in the last 12 months	Yes		No	

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If yes, have you had a break in service in the last 3 years?	Yes		No	
Do you give your consent to an external ID validation check (if required)	Yes		No	

I am registered with the DBS online update service	Yes		No	
If yes, I hereby give SMART Multi Academy Trust and their Employee Services Provider permission for this application and any subsequent relevant employment with them to check my certificate with the DBS update service. **I also give permission for them to take a copy of my certificate and that the relevant information will be stored on a secure database as part of the employment check process.**	Yes		No	
I confirm that I have read the Safe Recruitment Statement that accompanies this form	Yes		No	

I certify that to the best of my knowledge the information I have given on this form is correct.

I agree to obtain and provide an Enhanced Certificate of Disclosure from the Disclosure and Barring Service, if I am offered the post.

Signed: …… Date: ……..…….

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Safe Recruitment Statement

It is essential that you:

- **read and retain this statement; and**
- **complete and return the attached form to the recruiting school with your application form.**

SMART Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. To be considered for this employment, you must disclose details of any non protected convictions, cautions, warnings or reprimands you may have. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service (DBS) website (https://www.gov.uk/government/publications/dbs-filtering-guidance).

We therefore ask you to complete this form as fully as possible and return it with your application. The only people who will see the information you give us will be those directly involved in the recruitment process. All information will be handled in accordance with our Code of Practice on the Disclosure of Criminal Convictions. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.

If you are successful at interview, we will require you to make an application to the DBS to obtain an Enhanced Certificate of Disclosure and barred list check. If you are currently employed by Newcastle City Council and have obtained an Enhanced Disclosure with Newcastle City Council within the last 12 months, it may not be necessary to apply for another Disclosure. If you are subscribed to the DBS online update service, then your DBS certificate may be 'portable' between employers and organisations provided it is at the right level and for the right workforce.

To speed up the appointment process, please inform us of your registration status. If you are registered, we need your permission to use the online update service for the purposes of obtaining an up to date DBS certificate check should you be offered an appointment. We also ask for your permission that a recheck can be made during your

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relevant employment if required by any legal, safeguarding or regulatory body.

If you have worked or have been a resident outside of the UK within the last 5 years, you must provide a certificate of good conduct or a copy of your criminal record for the period of time, which you were abroad. Your appointment is subject to this check and it is important that you keep the Academy Trust's Employee Services informed of the progress you make in obtaining this document.

To obtain either a certificate of good conduct or a copy of your criminal record, you must contact the UK based embassy of the country in which you worked or lived. You can find out more information on how to get an overseas check on the website www.homeoffice.gov.uk/DBS

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence(s). The DBS has a code of practice, which we fully comply with. If you want a copy of the code, please contact the Academy Trust's Employee Services team on 0191 211 6675.

We ensure that anyone making appointment decisions has the necessary information, guidance and support to identify and assess the relevance and circumstances of any offences.

If you are invited for interview, we shall assess:

issues relation to safeguarding and promoting the welfare of children and young people including:

- your motivation to work with children and young people;
- your ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- your emotional resilience in working with challenging behaviours; and
- your attitude to the use of authority and maintaining discipline.

If you are offered the post, we shall ask for evidence of:

- your identity; and
- your qualifications (including any relevant professional registration).

We shall also check:

- that you are medically fit to undertake the role.

References:

We shall also take up detailed references from your current and previous employers. If you are currently working with children, on either a paid or voluntary basis, your current or previous employer will be asked about disciplinary offences relating to children, including any in which the penalty is time expired. We will also ask if you have been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure.

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False Information

Please note that providing false information is an offence and could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police.

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